

Recreation Facility Coordinator



Job Code: 3249
Grade: 126
Reports to: Community Facility Manager
Salary Range: \$45,167 - \$69,129
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult technical work in the coordination and supervision of operational needs at recreation facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for overseeing operational needs at recreation facilities to ensure a clean, safe environment and quality opportunities for sport, recreation, and leisure activities for the general public. Work is performed under general supervision; the employee exercises sound, independent judgment within established guidelines.

ESSENTIAL FUNCTIONS

Overseeing recreation facility activities, programs, repairs, maintenance, and upkeep; maintaining supplies, monitoring equipment, establishing schedules; supervising and training employees.

EXAMPLES OF WORK

- Plans, organizes, and supervises the daily operation of activities and programs including facility rentals, special events, group outings, parties, etc.).
- Recruits, hires, supervises, and evaluates facility staff; prepares work schedules; manages payroll records; develops and provides training programs for facility personnel in customer service, cash management, policies and procedures, and equipment use; requests and conducts meetings to enforce rules and regulations.
- Assists with creating new programs and planning activities; participates and supervises scheduled program activities.
- Initiates work requests and makes recommendations for facility improvements and maintenance; inspects work in progress to assure conformance with instructions; establishes and reinforces policies and procedures to ensure facilities are safe for patrons and staff; prepares work reports.
- Assists customers with planning activities for outings and events; responds to requests for information or service, providing assistance or directing to the appropriate individual or department; investigates and resolves complaints.
- Manages financial operations of the facility; reviews and oversees daily cash drawers and cash balance reports; prepares cash bags for all shifts; processes membership registrations; calculates and resolves discrepancies; provides daily bank deposits; reviews daily point of sale reports for tracking of proceeds;
- Coordinates with vendors for the purchase of all merchandise and equipment; orders and purchases supplies for resale and maintains inventory to prevent loss of revenue; develops and tracks inventory control.
- Coordinates rentals using facility booking software; maintains accurate records and schedules.
- Designs and creates promotional materials; implements creative marketing strategies; explores and initiates partnership and sponsorship opportunities.
- Serves as initial contact person during emergencies occurring during off duty hours; responds to emergency situations when appropriate.
- Operates equipment related to maintenance and repair projects.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of the principles and practices of recreation facility operations and management.
- General knowledge of recreation, sport, and leisure program planning, administration, management, scheduling, coordination, delivery of services, and evaluation.
- General knowledge of repair and maintenance practices, occupational hazards and necessary safety precautions.
- General knowledge of departmental and facility programs, policies, and procedures.
- General knowledge of budgeting principles and the ability to administer facility operating and personnel budget.
- General knowledge of business math and the ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Skill in the operation of maintenance equipment.
- Skill in the principles and techniques of customer service.
- Ability to train, assign, supervise, coordinate, and evaluate the work of personnel engaged in a variety of activities.
- Ability to handle emergency and/or crisis situations and make quick and sound decisions.
- Ability to make recommendations and sound decisions based on established policies and procedures and to be resourceful in managing new situations.
- Ability to communicate effectively, present ideas, and make recommendations, orally and in writing.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to establish and maintain effective working relationships with customers, contractors, subordinates, coworkers, supervisors, parents, participants, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Services, Management, Public Administration, or closely related field, supplemented by at least one year of progressively knowledgeable and responsible experience in recreation or leisure services, programming, and/or facility management; or any equivalent combination of education, training, and experience.

WORK HOURS

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires standing, sitting, reaching, walking, climbing, stooping, kneeling, lifting, carrying, pushing, pulling, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

- Visual acuity is required for color perception, preparing and analyzing written or computer data and figures, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.
- Work performed in this position may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Training in AED/CPR and basic first aid.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Updated FY 2012

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Recreation Facility Coordinator position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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